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By:	013

JOINT OSO/OPC TRAINING COMMITTEE
MINUTES
9 February 1949

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Present:

[REDACTED]

Recording Sec'y
Int Operations

Course for OPC)

Agent Operations Course for OPC.

CONTENT: 25X1A9a

Mr. [REDACTED] in the absence of Mr. [REDACTED] has studied the problem of entering OPC students to the third and fourth weeks of the next AIC/OSO, and finds that those weeks include practically all of the lecture presentations and the two operations problems which are relevant to such training. With the possible addition of a C-E Information lecture given at the session immediately preceding the third week, and the possible deletion of lectures on special equipment and dispatch forms and procedures, it might be recommended that OPC students be admitted for that period.

REQUIREMENTS: It is considered essential that OPC students should enter the two-week agent operations course only with the definite understanding that they will participate in all elements of the two weeks, taking full part in readings, lectures, problems, and reports. OPC students will be required to complete the reading of the pertinent materials assembled by OSO/TRS before entrance.

REQUIREMENTS (OPC PATTERN): It was recommended that when OPC personnel audit other lectures of AIC/OSO they complete the required reading assigned before admission to that particular lecture. It was also recommended that the training manuals of OSO should not be read by OPC personnel without auditing the lectures to which they refer.

EVALUATION: Because complete evaluation cannot be made on a two-week's observation of students, it was suggested that a short assessment be made of OPC students' capabilities as observed during the two-week course by TRS/OSO. It is recommended, however, that in the future this evaluation shall be made by OPC personnel conducting the problems and then compared with evaluations of OSO training personnel.

CONTROL: It is recommended that one student of each group from OPC in any AIC/OSO should be designated training control officer, to be responsible for the administrative records of that group. Attendance records will be kept by OSO/TRS, but the training control officer will notify the OPC training staff of absences. This officer will also be responsible for receiving amendments to course schedules and notifying the students concerned.

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BRIEFING: It is recommended that Miss [REDACTED] brief OPC students entering OSO courses to prepare them for such participation, to secure them against recognizing lecturers in the courses, and to guard against revealing any differences in the two Offices.

COURSE SCHEDULE: OSO/TRS will prepare extra copies of the two-weeks operational section of the AIC/OSO, and prepare a separate cover sheet, for the use of OPC students. The OPC pattern of the AIC/OSO will be mimeographed by OPC.

AIC/OSO - OPC Pattern.

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[REDACTED] will review the next AIC schedule and prepare a list of lectures which will comprise the OPC pattern, for the approval of ADSO.

AIC/OSO Course Notes.

Because there is a regulation that notes taken in AIC lectures are not to be taken from Building 13, Miss [REDACTED] is to be given 25X1A9a space for the transcription of her notes in duplicate, one copy for OSO/TRS, and a copy for the OPC training staff when they are approved.

Committee Minutes.

Until such time as approval of the proposed outline of duties and responsibilities has been received from the Assistant Directors of OSO and OPC, Committee minutes will be maintained on the discussions that take place, and may be shown to the senior officers of the Committee members.

One-Week OPC Orientation Course.

A tentative schedule for a one-week OPC course was drafted for the Committee and discussed at this meeting.

Briefing of Students in Non-Security-Cleared Pool.

The Committee feels that it should recommend that the entire problem of cover stories for pool personnel be studied by the security officers of OSO and OPC, and that the Committee should be informed of the policy decided upon so that common orientation may be given those entering the pool.

Future Agenda

Non-Security-Cleared Pool.

The Chief of the Covert Personnel Branch has requested that the Committee consider the question of the pool primarily from the point

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of view of the ratio of OPC and OSO entrants, with the purpose of establishing uniformity of determining need for entrance on this basis, clearance requirements, and administration.

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